

file

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Library

FROM

OL/NBPO
3E 40 Hqs

EXTENSION

NO.

DATE

31 MAY 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/CIA Library
1H1124 Hqs

31 May 1984

Nancy -

Per our discussions, I have attached the memorandum which I'll be sending to each office requesting library space. Please make any additional comments.

Thank you for your help on this.

2.

3.

OKE

4.

OL/NBPO
3E 40 Hqs

5.

6.

Att

7.

Pam -
Looks fine to me.

8.

9.

10.

11.

12.

13.

14.

15.

31 MAY 1984

MEMORANDUM FOR:

FROM:

[redacted]
New Building Project Office, OL

SUBJECT:

Library

1. It has come to our attention that a number of offices have requested that they have a library facility within their space for the New Building. On 4 May 1984, the undersigned met with [redacted] Chief of the CIA Library facility, to discuss these library requests.

2. At this meeting it was decided that more information was needed. Please respond to the following so that we can see how to best serve your needs. The information requested pertains to libraries you either wanted to relocate to the New Building or libraries you requested for your FY-87 projected space requirements for the New Building.

- a. Please furnish a complete list of all reference material, subscriptions, brochures, and legal documents.
- b. What materials do you use or need to support your Office function that the existing CIA Library cannot meet?
- c. Does your Office use a library supported by another Agency Office? If so, note the Directorate/Office/Division/Branch.

3. Please send your responses to me no later than COB on Friday, 16 June 1984. While I realize in certain cases this may take some time and effort, it is vital to the programming phase for the New Building.

